



To: Joel D. Boyd, Ed.D Superintendent
From: Latifah Phillips, Chief Equity and Engagement Officer
Date: April 1, 2022
Re: Motion Response Relating to the Bias Based Incident Reporting System

This memo is in response to a motion submitted by School Committee Member Stacey Thompson on February 2, 2022:

Request that the Superintendent prepare and present a monthly report as to incidents of bullying, harassment, discrimination and racism for the School Committee, that were to be held in the reporting system developed in 2020. To start with a synopsis of occurrences since this protocol was put in place in 2020 up unto the present and hereafter to be supplied monthly to the committee.

The attached presentation includes the data from August 2020-February 2022. The majority of the presentation focuses on the data submitted this school year through February 18, 2022, which is the date this year's dataset was initially analyzed. For this reason, there are six reports not included in the dataset which occurred between February 19-February 28: 3 bullying incidents, 2 harassment incidents, 1 discrimination incident and 0 racism incidents (although the discrimination incident was based on race, the submitter selected discrimination as the incident type on the submitted form).

Of the 184 incidents, 129 investigations had been completed and uploaded into the database. The investigation form is separate from the incident reporting form database; therefore, while the Equity Office has centralized access to the submitted incident forms, the Office does not have access to the investigation data until the investigation form is uploaded by a school-based investigator. A synopsis of the investigation findings and administered consequences have been included in the presentation.

As relates to the typical timeframe from the opening of a discrimination, racism, bullying or intimidation complaint until the time an investigation is opened, this information is not currently collected and automated in a database; the investigation form is a document that gets submitted once the school-based administrator or designee completes an investigation. Staff will investigate and report back on April 20 ways the database may be able to be adjusted to gather more automated data relating to the investigation process. The report will also include other process improvements that have been made or are being recommended based on the analysis of the incidents that have occurred, the determinations that have been made, and the consequences that have been assigned.